

Office for Victims of Crime



Fiscal Year 2003
Riverside Indian Boarding School
Demonstration Project Application Kit

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FOREWORD

Beginning in Fiscal Year 2003, the Office for Victims of Crime (OVC) is requiring that all discretionary and formula grant applications be submitted electronically through the Office of Justice Programs (OJP) Grants Management System (GMS). As a result, OVC is posting its program plan and solicitations online only at www.ojp.usdoj.gov/ovc. OVC will not publish a hard copy program plan or application kit. OVC's *Fiscal Year 2003 Riverside Indian Boarding School Demonstration Project Application Kit* announces one solicitation, for which applications must be submitted to GMS by 8 p.m. EST on July 24, 2003. GMS can be accessed at www.ojp.usdoj.gov/fundopps.htm. The GMS registration deadline for this solicitation is 8 p.m. EST on July 23, 2003.

OVC will issue or has issued separate solicitations for grants and contracts for the following new and continuation competitive programs: Ninth National Indian Nations Conference, the Tribal Victim Assistance Discretionary Grant Program, the Children's Justice Act Partnerships for Indian Communities, the Fourth National Symposium on Victims of Federal Crime, the American Indian/Alaska Native Victim Assistance Academy, Contractor for Claims Processing for the International Terrorism Victim Compensation Program, Translation and Interpretation Services, Training and Technical Assistance for Children's Justice Act Partnerships for Indian Communities, and Process Evaluation of Tribal Victim Assistance Discretionary Grant Program. For many projects, OVC has identified multiyear funding. Continuation funding is contingent upon an acceptable level of performance and the availability of funding.

GMS offers applicants for federal grants several advantages. The system: (1) expedites and streamlines the receipt, review, and processing of applications; (2) eliminates the need to make duplicate copies of applications; (3) eliminates time delays and costs associated with postal and courier services; (4) provides online access to application status; (5) provides information about funding available from OVC and OJP; (6) permits the applicant to modify an application before submission and to respond to requests from the funding agency for more information after submission; and (7) promotes timely processing of funding and award documents. Plus, "job aids" built into the System help applicants fill in required information. OJP also provides a toll-free number for users needing technical support if a problem arises.

OVC created a listserv for organizations considering applying for funding. This listserv will be used to notify members when solicitations are posted on our Web site and will provide further information on changes to GMS. If you would like to add your organization to this Discretionary Grants Listserv for GMS, please forward your name, phone number, and e-mail address to William Sherman, OVC Listserv Administrator, at shermanw@ojp.usdoj.gov.

Section I. Program Solicitation Announcement

Fiscal Year 2003 Riverside Indian Boarding School Demonstration Project

Award Amount: \$150,000 (supplemental funding is contingent upon the grantee's performance, the success of the project, and the availability of federal funds).

Award Period: 12 months with the potential for an additional 24 months.

Goal: The goal is to increase the knowledge and skills base of school staff to serve more effectively students who have been victimized.

Purpose: The purpose is to provide intensive training and consultation to school staff to enhance their capabilities to address the special victimization needs of the students, and to develop a train-the-trainers program in the areas of victimization.

Background: The Riverside Indian Boarding School (RIBS) is one of seven off-reservation boarding schools. It was opened in 1872 by Quaker missionaries to provide education to Wichita tribal members and serves about 65 tribes from around the Nation. The current enrollment is estimated at 600 students ranging in age from 9 to 20, 52 percent of whom are girls and 48 percent of whom are boys. School staff estimates that more than 90 percent of the students are victims of crime ranging from neglect and child abuse to rape, incest, witnessing violence, exposure to or attempting suicide, and other forms of violence. Most students require specialized educational services stemming from problems that cannot be adequately addressed in their home communities. Thirty percent of the children come directly from homeless shelters, motels, car living, and the streets. For many students, this school is their only option for safety, education, and emotional support. Because RIBS continually seeks to enrich the treatment potential of the school's campus and educational programs, it is uniquely suited to address this difficult population of students. However, due to the complex requirements of the many students who have experienced high rates of victimizations, the school has an immediate need to increase the competency of its staff.

Program Strategy: The project will serve as a demonstration program with the primary goal of increasing the knowledge and skills base of school staff to serve more effectively students who have been victimized and exploited. The project will use a group of highly experienced and diverse mental health, juvenile justice, medical, residential treatment, and specialized educational professionals to implement the training program. The training program will initially target the counseling, administration, and residential living staff. Training and consultation will be expanded to teachers and other identified staff in areas such as victimization and its psycho-social impact; identification, assessment, and treatment of victims; multidisciplinary team development; outreach approaches to families and communities; family and traditional values; and spiritual and cultural development which serves to strengthen the quality of life of American

Indian students who have experienced victimization. The RIBS program will serve as a model of the benefits of enhancing the skills of adults working with this student population, improving the coordination of services, and developing multidisciplinary teams. It is intended that the methods and conceptual framework will be used by other off-reservation boarding schools and tribal communities that are experiencing similar difficulty with students who have been victims of crime.

Project tasks should include the following:

- # Compile and review existing training curricula for school and counseling staff who provide child abuse victims with criminal justice advocacy and victim assistance services.
- # Conduct a comprehensive training needs analysis to develop training objectives and content, ensure the quality and evidence-based foundation of the curriculum, determine the most appropriate methods of training delivery, ensure the learning is transferred to the work setting, and identify evaluation criteria.
- # Draft an outline of the curriculum with both a participant's and an instructor's manual that incorporates accepted learning principles and meets generally accepted standards of curriculum design.
- # Deliver training and technical assistance to other boarding schools to enhance their capacity to address the special victimization needs of boarding school students in Indian Country.

Deliverables will include a culturally relevant training curriculum and training of trainers model program in the area of victimization that can be passed on to other school staff and replicated at other off-reservation boarding schools; structured instruments to improve the ability of school staff to screen new students for factors that are indicative of victimization and its results; and enhanced skills of RIBS school and counseling staff to sustain the objectives of the grant.

Evaluation: The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators. The applicant should follow the guidelines provided in the Plans for Measuring Progress and Outcomes section of the Program Narrative (see instructions in Section II of this kit).

Performance Measures: To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the program implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance measures will be monitored.

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- # The development and production of a culturally appropriate curriculum/model program for training off-reservation boarding school staff.
 - # The effectiveness of structured instruments to improve the ability of school staff to screen new students for factors that are indicative of victimization and its results.
 - # The number of students screened for factors that are indicative of victimization.
 - # The number of teachers and school staff receiving training on the curriculum.

Eligibility Requirements: The only applicant eligible to apply for this solicitation is the Riverside Indian Boarding School.

Application Due Date: Applications under this solicitation must be submitted to GMS by 8 p.m. EST on July 24, 2003. The GMS registration deadline for this solicitation is 8 p.m. EST on July 23, 2003.

Contact Person: Cathy Sanders, 202–616–3578 or e-mail cathy@ojp.usdoj.gov.

Section II. Application Guidelines and Instructions

How To Apply

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system.

To learn how to begin the online application process, please see the Quick Start Guide to Using OJP's Online GMS on page 6. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Quick Start Guide to Using OJP's Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page and applicants may link directly to OJP's Grants Management System (GMS), which provides online help screens. **Note:** Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the Fiscal Year 2003 Riverside Indian Boarding School Demonstration Project solicitation and begin working on it. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate. **Questions or problems:** Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 11 and the Application Requirements on page 7 for detailed instructions about the information to include in each attachment). Please note that applicants must upload one file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC and provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with applying online should contact the **GMS Hotline at 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. (except federal holidays).**

Application Requirements

The applicant for the Fiscal Year 2003 Riverside Indian Boarding School Demonstration Project must submit the following information online through the Office of Justice Programs' (OJP's) Grants Management System (GMS):

1. Application for Federal Assistance, Standard Form 424.
2. Assurances and Certifications.
3. Program Attachments:

- **Attachment #1:** Budget Detail Worksheet (including budget worksheet and budget narrative).
- **Attachment #2:** Project Narrative (including project abstract, problem statement, goals and objectives, project design/strategy, project management and organizational capability, and plans for measuring progress and outcomes).
- **Attachment #3:** Other Program Attachments (including resumes of key personnel, position descriptions, letters of support, memoranda of understanding, and other attachments as needed).

Detailed instructions and descriptions of each of the required elements are provided below. An Application Review Checklist has been provided for your convenience (see page 11).

Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that must be completed online in the Overview, Applicant Information, and Project Information sections of OJP's GMS.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official have been entered correctly on these online forms.

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are

required to review and check off the box on the certification form included in the online application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Budget Detail Worksheet (Attachment #1)

The applicant must provide a detailed budget that: (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately reflect how grant funds will be used to promote the improved handling, investigation, and prosecution of child sexual abuse cases; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a supporting budget narrative to link costs with project implementation (see below for more about the budget narrative).

Applicants must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample Budget Detail Worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP’s Web site (go to www.ojp.usdoj.gov/forms.htm).

Note: Total costs specified in the Budget Detail Worksheet must match the total amount

requested.

Program Narrative (Attachment #2)

The program narrative should not exceed 20 doubled-spaced pages and must include 6 separate sections: Project Abstract, Problem Statement, Goals and Objectives, Project Design/Strategy, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

Project Abstract

The application should include a 1-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

Problem Statement

The problem statement must describe the need to be addressed by the proposed program and the problems experienced by tribal staff in accessing effective training on victims' issues. The application should include a description of other factors that contribute to the problem such as jurisdictional issues involved at the tribal, local, state, and federal levels.

Goals and Objectives

The applicant must specify the goals and objectives of the project. The goals should state the overall purpose of what is to be accomplished, while the objectives should be measurable and relate directly to the issues described in the problem statement. The objectives should also describe the steps necessary to reach the goals or how the goals will be accomplished.

Project Design/Strategy

The project design must describe the strategy and discuss how it will address the identified problems and support the goals and objectives. In addition, the program design must include a description of how the program will implement all project components and a description of the interim deliverables and products. Also include a listing of the major events, activities, products, and a timetable for completion of the objectives. A time-task plan establishes time frames for accomplishing activities and sets out staff responsibility for the activities.

Organizational Capability and Project Management

The applicant must provide a discussion of the organization's capability for developing and packaging a comprehensive program that addresses the training needs of school counselors, teachers, dormitory supervisors, dormitory staff, parent coordinators, and other allied professionals involved in responding to crime victims in Indian country. Information should be included on the organization's mission, current projects that will support the proposed project, and past projects that are related to current efforts. The project management section should discuss the staffing needs, project administration, financial management, and line of authority of the project. Staff capabilities and roles and responsibilities should also be summarized in this

section. Job descriptions and copies of resumes for the proposed key staff positions should be included in Attachment #3.

Plans for Measuring Progress and Outcomes

The applicant must include a plan for assessing the project's effectiveness and evaluating the impact of the project in improving the skills of counselors, teachers, dormitory staff, service providers, and others who work with boarding schools in Indian country. The applicant should describe the criteria and units of measurement that will be used.

Other Program Attachments (Attachment #3)

The Other Program Attachments file must include the following materials:

- **Resumes of key personnel** must be provided. Please provide job descriptions outlining roles and responsibilities for all key positions that are currently vacant.
- **Letters of support** from agencies at the federal, state, and local levels that are involved in handling, investigating and/or prosecuting child abuse cases.
- **Other attachments** as needed.

Selection Criteria: The application will be reviewed and evaluated against the following criteria. The requirements of each criterion is explained in the Program Narrative section, Attachment #2.

- 1. Problem Statement (10 points)**
- 2. Goals and Objectives (20 points)**
- 3. Budget and Budget Narrative (10 points)**
- 4. Project Design/Strategy (30 points)**
- 5. Organizational Capability and Project Management (20 points)**
- 6. Plans for Measuring Progress and Outcomes (10 points)**

Application Review Checklist

All applications must be submitted electronically through OJP's GMS, which can be accessed at www.ojp.usdoj.gov/fundopps.htm. Please use this checklist to make sure your application is complete. Your GMS application must include:

Online Forms

- ___ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- ___ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

- ___ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.
- ___ **Program Narrative (Attachment #2).** The Program Narrative must include:
 - ___ Project Abstract
 - ___ Problem Statement
 - ___ Goals and Objectives
 - ___ Project Design/Strategy
 - ___ Organizational Capability and Project Management
 - ___ Plans for Measuring Progress and Outcomes
- ___ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the below materials must be attached in one (1) file.
 - ___ Resumes of key personnel/position descriptions
 - ___ Letters of support
 - ___ Memoranda of Understanding (where appropriate)

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.